



LOCAL UNIT ORGANIZATIONAL STRUCTURE FORM

Date Approved by Membership: _____

| ORGANIZATIONAL STRUCTURE | | | |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Local Unit | Stafford Elementary | Tax Employee Identification Number | 54-1533567 |
| City/County & Zip Code | Stafford, 22554 | | |
| Principal Name | Stephanie Sanders | School District | Stafford |
| Superintendent Name | Stanley B. Jones | PTA District | Fredericksburg |
| Fiscal Year | July 1 to June 30 | PTA Council | N/A |
| Insurance Carrier & Policy Number | RVNA PTA VA 0027479 | Annual Membership Dues Includes \$1.50 to Virginia PTA Includes \$2.25 to National PTA | \$5.00 \$3.00 per member |
| ELECTED OFFICERS & MEETINGS | | | |
| Titles of Elected Officers | President | President-elect | Term Length [select] <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 years |
| | Treasurer | Secretary | |
| | 1st VP membership | 2nd VP fundraising | Consecutive Terms Allowed [select] <input type="checkbox"/> 2 terms <input checked="" type="checkbox"/> 3 terms <input type="checkbox"/> 4 terms |
| | 3rd VP teacher communication | 4th VP communication sp. parliament | |
| EXECUTIVE COMMITTEE | | | |
| Who serves on your Executive Committee | Elected Officers Principal | Number of Meetings per Year | <u>1</u> Days |
| | | Days Notice - Regular Meeting | <u>7</u> Days |
| | | Days Notice - Special Meeting | <u>3</u> Days |
| EXECUTIVE BOARD | | | |
| Who serves on your Executive Board | Elected Officers Principal Standing Committee Chairs Term [select] <input checked="" type="checkbox"/> 1 year / <input type="checkbox"/> 2 years | Number of Meetings per Year | <u>6</u> Days |
| | | Days Notice - Regular Meeting | <u>7</u> Days |
| | | Days Notice - Special Meeting | <u>3</u> Days |
| GENERAL MEMBERSHIP MEETINGS | | | |
| Meetings per year | Minimum of 3; 5-7 is standard <u>5</u> | Days Notice - Regular Meeting | <u>14</u> Days |
| Quorum | 10 members or 50% of membership (whichever less) | Days Notice - Special Meeting | <u>3</u> Days |
| NOMINATIONS & ELECTIONS | | | |
| Month Nominating Committee Elected | 2 months before election | Number of Members Elected to Nominating Committee | At least 3 and must be an ODD number |